SUPERVISORY/MANAGERIAL TRAINING INFORMATION (UPETS1)

This menu will be used by the Training Office Personnel to inquire and request reports on the status of employees in the Supervisory/Managerial training program.

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TNVT - blue, to host 131.64.244.1                                    _ □ ×
Session  Edit  Commands  Settings  Script  Help
replace  not stored        update

   DATE: 98/10/26      SUPERVISORY/MANAGERIAL TRAINING INFORMATION    upets1
   TIME: 12:16                                                        V=01


                  Select one of the following items

            1. Individual Spv/Managerial Training
            2. Spv/Managerial Training Program Status
            3. Supervisory/Managerial Training Completions Report
            4. Supervisory/Managerial Training Status Report
            5. CHANGE PRINTER DESTINATION
            6. Exit the application.

                       ENTER SELECTION:


         TO RETURN TO PREVIOUS FORM DEPRESS 'PREVIOUS FORM' (F1)



   Use the up or down arrows or enter a number; Press MENU SELECT or RETURN
   F6-Help Mnu                                                    F10-More Key

                                                              TT  12:18:04
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a. To access this sub-menu the Training Office user will select the option SUPERVISORY/MANAGERIAL TRAINING from the TRAINING OFFICE MENU.

b. The following is a list of options available from this sub-menu, and the sections of this User Manual that apply to each of these options:

(1) Individual Training Inquiry.
(2) Spv/Managerial Training Program Status.
(3) Spv/Managerial Training Completion Report.
(4) Supervisory/Managerial Training Status Report.

c. An option from this sub-menu can be selected by using one of the following two methods.

     (1)   Place the cursor on an option by using the positional arrow keys and depress the
           ENTER/RETURN key or the NXT FORM function key.

     (2)   Enter the option number into the ENTER SELECTION field and depress the
           ENTER/RETURN key.

INDIVIDUAL SPV/MANAGERIAL TRAINING (UPETS2)

This screen will allow the Training Office to view the status of individual employees assigned to
Skill codes S1 and S2 under the Supervisory/Managerial Training Program.

This screen can be accessed by selecting option 1 - INDIVIDUAL TRAINING INQUIRY from
the SUPERVISORY/MANAGERIAL TRAINING INFORMATION MENU.

a.   Enter the desired search criteria. To view all Individual Supervisory/Managerial Skills in
     the system, leave all fields blank.

b.   If you wish to search by SSN but it is unknown, you may access the Employee Inquiry
     screen by depressing the ZOOM function key from the SSN field.

c.   Depress the FIND function key.

d.   If there are Supervisory/Managerial Skills in the system, the data will be displayed in the update mode, but you cannot change any fields.

e.   If there are no Supervisory/Managerial Skills in the system, the message NO RECORDS FOUND will be displayed at the top right corner of the screen.

f.   If there is more than one record, use the PRV REC/NXT REC function keys or positional arrow keys to page through the records.

NOTE: The information displayed on the top portion of the screen above the SKILL header field refer to the record where the cursor rests under the SKILL field.

g.   Depress the ZOOM function key from the SKILL field to view the status of Courses tied to the Skill. Depress the PRV FORM function key to return to the original screen.

h.   To start another inquiry, depress the CLR-FIND function key and return to step a. above.

i.   To return to the SUPERVISORY/MANAGERIAL TRAINING

INFORMATION MENU, depress the PRV FORM function key.

SPV/MANAGERIAL TRAINING PROGRAM STATUS (UPETS3)

This screen will allow the Training Office to view a list of employees and their status under Skill codes S1 and S2 under the Supervisory/Managerial Training Program.

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 TNVT - blue, to host 131.64.244.1                               _ □ ✕
Session  Edit  Commands  Settings  Script  Help
 replace  ▕▏          ▕▏find  ▕▏zoom  ▕▏                ▕▏             ▕▏      ▲
     ┌──────────────────────────────────────────────────────────────┐
     │          SPV/MANAGERIAL TRAINING PROGRAM STATUS      upets3    │
     │          DATA MAY BE SUBJECT TO PRIVACY ACT OF 1974            │
     │                                                                │
     │  SSN        NAME              ACT/ORG  SKL CD  STAT  START DT  COMP DT │
     │  ███████                        /                              │
     │                                 /                              │
     │                                 /                              │
     │                                 /                              │
     │                                 /                              │
     │                                 /                              │
     │                                 /                              │
     │                                                                │
     └──────────────────────────────────────────────────────────────┘
  Enter SSN and Press FIND (F3) or ZOOM (F20) to the Employee Inquiry (optional
  F6-Help Mnu ▕▏F7-Clr-Add ▕▏F8-Rep/Ins ▕▏        ▕▏F11-Rcll Fld▕▏F10-More Key  ▼
                                                             TT  12:21:53
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This screen can be accessed by selecting option 2 - SPV/MANAGERIAL TRAINING
PROGRAM STATUS from the SUPERVISORY/MANAGERIAL TRAINING
INFORMATION MENU.

a.   Enter the desired search criteria. To view all Supervisory/Managerial Training Program
      Status Records in the system, leave all fields blank.

b.   If you wish to search by SSN but it is unknown, you may access the Employee Inquiry
      screen by depressing the ZOOM function key from the SSN field.

c.   Depress the FIND function key.

d.   If there are records in the system, the data will be displayed in the update mode, but you
      cannot change any fields.

e.   If there are no records in the system, the message NO RECORDS FOUND will be
      displayed at the top right corner of the screen.

f.   If there is more than one record, use the PRV REC/NXT REC function keys or positional
      arrow keys to page through the records.

g.   To start another inquiry, depress the CLR-FIND function key and return to step a. above.

h.   To return to the SUPERVISORY/MANAGERIAL TRAINING INFORMATION MENU,
      depress the PRV FORM function key.

SUPERVISORY/MANAGERIAL TRAINING COMPLETIONS REPORT (UPETS4)

This screen will allow the Training Office to request a list of all employees that have completed
the Supervisory/ Managerial Skill codes S1 and/or S2.

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TNVT - blue, to host 131.64.244.1                                    _ □ ×
Session  Edit  Commands  Settings  Script  Help
 replace  not stored        update        record      1 of      1

   DATE: 98/10/26   SUPERVISORY/MANAGERIAL TRAINING COMPLETIONS REPORT   UPETS4
   TIME: 12:21         DATA MAY BE SUBJECT TO THE PRIVACY ACT OF 1974       V=01


              ACTIVITY CODE:  ■

              ORGANIZATION:

              SUPERVISORY TRAINING COMPLETIONS  (S1):        (Y or blank)
              MANAGERIAL TRAINING COMPLETIONS   (S2):        (Y or blank)

              TRAINING COMPLETION DATE RANGE:    FROM:
                                                   TO:



                    DEPRESS NEXT FORM TO CREATE REPORT

                    DEPRESS PREVIOUS FORM TO RETURN
                          WITHOUT CREATING REPORT


 Enter desired ACTIVITY.
 F6-Help Mnu  F7-Clr-Add  F8-Rep/Ins  F9-Add/Upd  F11-Rcll Fld F10-More Key

                                                            TT  12:23:03
```

This screen can be accessed by selecting option 3 - SPV/ MANAGERIAL TRAINING
COMPLETIONS REPORT from the SUPERVISORY/ MANAGERIAL TRAINING
INFORMATION MENU.

a.   Enter the report request data in the desired fields.

b.   All fields are optional except SUPERVISORY TRAINING COMPLETIONS (S1) and/or MANAGERIAL TRAINING COMPLETIONS (S2).

c.   If TRAINING COMPLETION DATE RANGE is input, both Start Date and End Date must be input. End Date must be less than or equal to the system date if input.

d.   Depress the NXT FORM function key to obtain report.

e.   Depress PRV FORM function key to return to SUPERVISORY/ MANAGERIAL TRAINING INFORMATION MENU without creating the report.

SUPERVISORY/MANAGERIAL TRAINING COMPLETIONS REPORT (UPETS5)

This report provides a list of all employees that have completed the Supervisory/Managerial Skills S1 and S2. Data displayed on the report is based on the report request criteria input by the user. Report will also provide Organization and Activity totals for the employee.

a.   Frequency: The Training Office will produce this report when needed.

b.   Sequence: This report is sorted by Activity Code, Organization Code (First Character), Skill Code (S1 then S2), Name.

c.   Use: The Training Office may use this report to provide a listing of employees who have completed Supervisory/ Managerial Skills S1 and S2.

d.   Disposition: The Training Office will produce and distribute this report as requested. It will be destroyed when no longer needed for reference purposes, or when a later version is produced.

SUPERVISORY/MANAGERIAL TRAINING STATUS REPORT (UPETS6)

This screen will allow the Training Office to request a list of all employees assigned to skills beginning with "S" and their status.

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TNVT - blue, to host 131.64.244.1                                    _ □ ✕
Session  Edit  Commands  Settings  Script  Help
replace  not stored          update

   DATE: 98/10/26      SUPERVISORY/MANAGERIAL TRAINING STATUS REPORT    UPETS6
   TIME: 12:22         DATA MAY BE SUBJECT TO THE PRIVACY ACT OF 1974      V=01



                 ACTIVITY CODE:     █
                 ORGANIZATION:


                 SUPERVISORY TRAINING STATUS  (S1):      (C,I,O,Y or blank)
                 MANAGERIAL TRAINING STATUS   (S2):      (C,I,O,Y or blank)
                 OPTIONAL SPV SKILL CODES     (S?):      (C,I,Y or blank)
                 SKILL CODE REQUESTED            :

                     DEPRESS NEXT FORM TO CREATE REPORT

                     DEPRESS PREVIOUS FORM TO RETURN
                         WITHOUT CREATING REPORT


 Enter desired ACTIVITY.
 F6-Help Mnu   F7-Clr-Add    F8-Rep/Ins    F9-Add/Upd    F11-Rcll Fld  F10-More Key


                                                              TT  12:24:01
```

This screen can be accessed by selecting option 4 - SPV/MANAGERIAL TRAINING STATUS REPORT from the SUPERVISORY/ MANAGERIAL TRAINING INFORMATION MENU.

a.   Enter the report request data in the desired fields.
b.   All fields are optional except SUPERVISORY TRAINING STATUS (S1) and/or MANAGERIAL TRAINING STATUS (S2).

c.   Depress the NXT FORM function key to obtain report.

d.   Depress PRV FORM function key to return to SUPERVISORY/ MANAGERIAL TRAINING INFORMATION MENU without creating the report.

SUPERVISORY/MANAGERIAL TRAINING STATUS REPORT (UPETS7)

This report provides a list of all employees assigned to skills beginning with "S" and their status. Data displayed on the report is based on the report request criteria input by the user. Report will also provide Activity totals; the total number of employees assigned to Skills S1 and S2; and the number of employees overdue completing those Skills.

a.   Frequency: The Training Office will produce this report when needed.

b.   Sequence: This report is sorted by Activity Code, Organization Code, Name.

c.   Use: The Training Office may use this report to provide a listing of employees assigned t
     Skills beginning with an "S" and their status.

d.   Disposition: The Training Office will produce and distribute this report as requested. It
     will be destroyed when no longer needed for reference purposes, or when a later version is
     produced.

PRINTER OPTION MENU (UPET37)
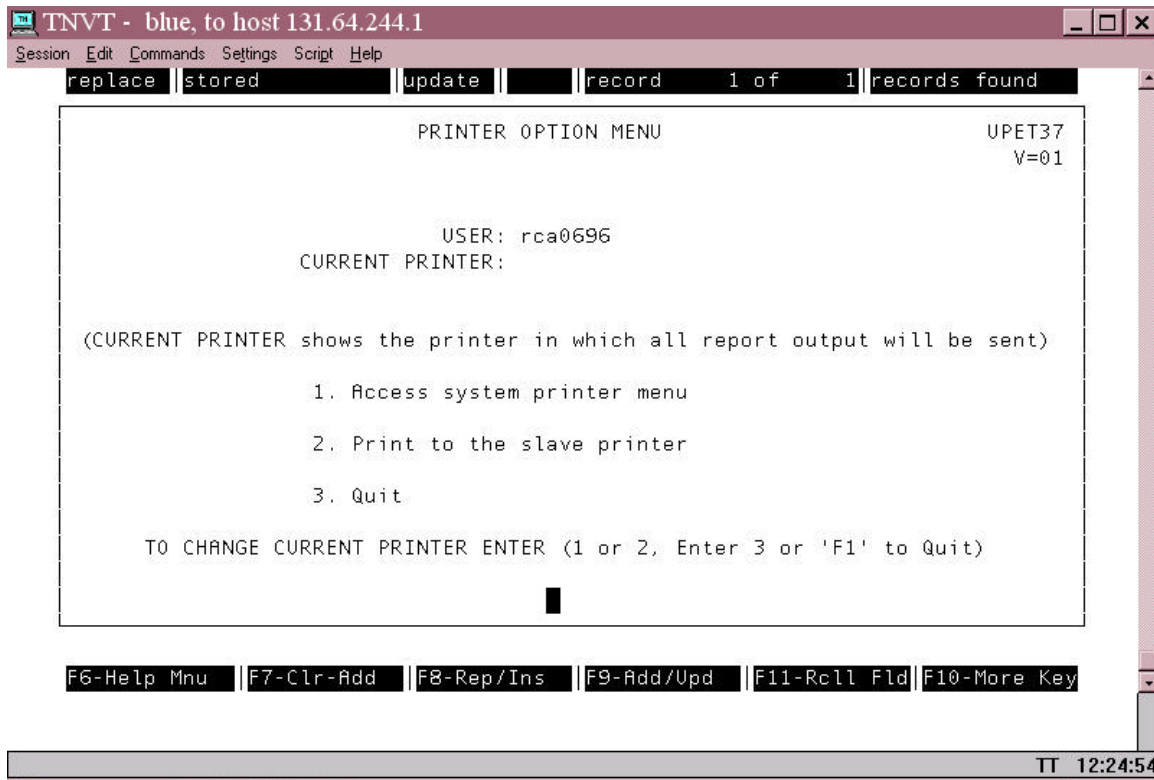
a.   This screen can be accessed by selecting Option 5 - CHANGE PRINTER DESTINATION,
     from the SUPERVISOR/MANAGERIAL TRAINING INFORMATION MENU.

b.   This screen consists of the current user's USER ID and the current printer to which all
     report output is being sent.

c.   The following options exist to select a printer:

    (1) Access system printer menu. The following is an example of a system menu. Each site will vary depending on the options that are necessary.

        THE FOLLOWING TRAINING PRINTER CLASSES ARE AVAILABLE:

        (a) train
        (b) train2
        (c) SYSTEM LINE PRINTER

        ENTER [1-3, (Q)UIT, (H)ELP] :

After choosing a printer, all printouts will print to this printer until the user goes back into the available options and chooses a different output source.

For further explanation of the System Printer options see your Systems Administrator.

    (2) Print to the slave printer. This will direct all print to a printer that is the default or selected printer for the terminal from which you are directing print.

    (3) Quit the printer option menu. This option will return you to the SUPERVISOR/MANAGERIAL TRAINING INFORMATION